

EXHIBIT 31

**Oakwood**

RECEIVED APR 26 2018

CORRECTIVE ACTION FORM**EMPLOYEE INFORMATION**

Employee ID 244850

Last Name Miller

First Name Sheryl

Initial

Job Title Patient Access Specialist

Department Patient Access Specialist

Location Taylor

Check One

☒ Full-Time☐ Part-Time☐ Temporary (contingent)

Bargaining Position

☒ Yes☐ No

Hire Date 6/5/2017

INCIDENT INFORMATION

Date Reported 4/20/18 & 4/25/18

Incident Type

012

See back of this form for Incident Type Codes.

Supervisor Name Laura Tanner

ACTION TAKENAction ☐ Counseling☐ 3 Day or 5 Day Suspension - (List Dates):Step ☒ Written Warning #1☐ Written Warning #2☐ Termination - (Note Termination Date):

(Termination must have approval of ER/LR Leader.)

Action Date 4/25/2018

Action Discussed With (Supervisor)

Wrong patient registered twice within 7 days

Description of Incident See Below

Date of Incident 4/19/18 & 4/24/18

1. Sheryl admitted wrong patient Pt101 on 4/19/18 instead of correct patient Pt102

2. Sheryl admitted incorrect patient Pt103 on 4/24/18 instead of correct patient Pt104. Sheryl had all of the correct patient demographics in front of her for both patients but still admitted the incorrect patient.

Supervisor/Manager

Signature

Date

4-25-18

Director

Signature

ER/LR Director

Signature

Date

4-25-18

EMPLOYEE COMMENTS

Declined union rep.

Signature of Employee

Date 4/25/18

Employee signature does not indicate agreement, merely receipt of this report.

Witness

Signature

Date

Steward Signature

(if applicable)

Date